



How to Guide

Add Sponsors and Members to an
Organizational Account



The Primary Contact can add additional teachers, or Sponsors, who can download books for students and members. Sponsors can also add additional educators as Sponsors.

Sponsors and members can be added one by one or in a group using a downloadable spreadsheet.

Add Sponsors and Members One by One

Sponsors

- 1) Select the "Sponsors" link on the "My Bookshare" page.

My Bookshare

Welcome Tanya Teacher

Recent News

Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life
Dyslexia Doesn't Slow Ryan Down

[Read Our Books in Braille](#) [Get Answers in the Help Center](#) [Help Students Access Books](#)

My Bookshare

- My History
- My Reading Lists
- Members
- **Sponsors**
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Learn More

- What account should my students use?
- Help your students access books independently
- How to Use Reading Lists
- Explore All Reading Tools
- Join the Bookshare Discussion Forum

Recent Books | Reading Lists

Title	Author	Action
 A Very Large Expanse of Sea	Mafi, Tahereh	Add to Reading List Download...

- 2) Select "Add a Sponsor".

Manage Sponsors

My Bookshare

- My History
- My Reading Lists
- Members
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Sponsors 

Sponsors are additional staff that download books for your students and manage your rosters.

Filter by: District School Filter

Sort: By Last Name

3 results

<input type="checkbox"/>	Edit	First Name	Last Name	District + School	Title	Email	Phone Number
		Edward	Educator	—	Science Teacher	edwarde-demo@bookshare.org	650-644-3445
		Prima	Sponsora	—	Teacher	sponsor1@bookshare.org	650-644-3400
		Tanya	Teacher	Demo District Sample School	Language Arts	tanyat@bookshare.org	650-555-1234

[Add Sponsor](#) [Remove Sponsor](#)

- 3) Enter the information and select "Save." The new Sponsor will get an email prompting him/her to create a password.

Add New Sponsor

First Name*

Last Name*

District

School

Title*

Email*

Phone*

NOTE: Sponsors must be staff or faculty, or professionals working with your organization. Sponsors cannot be parents (unless employed by your organization) or volunteers.

Save **Cancel**

Members

- 4) Select “Members” from the “My Bookshare” page.

My Bookshare

My Bookshare

- My History
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 A Very Large Expanse of Sea	Mafi, Tahereh	Add to Reading List <input type="button" value="Download..."/>

Read Our Books in Braille **Get Answers in the Help Center** **Help Students Access Books**

5) Select “Add a Member”.

The screenshot shows the 'Manage Members' page. On the left, there's a sidebar with 'My Bookshare' navigation items: My History, My Reading Lists, Members (which is selected), Sponsors, Organization Info, My Requests, Download Reading Tools, and My Account. The main area has tabs for Manage Members, View Individual Members, and Upload Roster. It says 'Members are students or clients that have a qualifying print disability.' Below are filters for District (All Districts), School (All Schools), and a 'Filter' button. A checkbox for 'My Quicklist Only' is checked. There's a search bar and a sort dropdown set to 'By First Name'. A table lists 6 results with columns for Edit, First Name, Last Name, Username, District + School, Grade, Quicklist, Birth Date, Membership, Qualifying Disability, and Plan. The 'Add Member' button at the bottom is highlighted with a red oval.

6) Enter information and select “Save”.

The screenshot shows the 'Add New Member' form. A large red oval highlights the 'Account Details' section, which contains fields for First Name (Jane), Last Name (Doe), Birth Date (05/01/2002), Current Grade (Select one), Username (JaneDoe), Password (JaneDoe12345), Quicklist (checked), District (All Districts), and School (All Schools). Below this is a 'Qualifying Information' section with checkboxes for Disability (Visual, Learning, Physical) and Plans (User has an IEP, User is 504 Qualified). At the bottom are 'Reading Preferences' and 'Save' (highlighted with a red oval) and 'Cancel' buttons.

Add a Group of Sponsors and Members

- 1) On the "Sponsors" or "Members" page, select the cloud icon to access the "Upload Roster" page.

My Bookshare

Members 

Members are students or clients that have a qualifying print disability.

Filter by: Members All Members Grade All Grades

District All Districts School All Schools Filter

Sort: By Last Name Search Members Q

6 results

	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Jane	Doe		—	7	Yes	03/05/1997	Organization	Learning	
<input type="checkbox"/>		Jane	Doe	JDoe12345	—	6	Yes	05/05/1996	Organization	Learning	
<input type="checkbox"/>		John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>		June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>		Stan	Smith		—	9	Yes	03/05/1996	Organization	Learning	
<input type="checkbox"/>		Susi	Smith	SusieSmith123	—	5	-	05/05/2002	Organization	Visual	504

Add Member Add to Reading List More Actions ▾

- 2) Download the “New Member Roster Template”.

My Bookshare

My Bookshare

Manage Members | View Individual Members | Upload Roster

Upload Roster

If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

This form is for electronic submission of disability in place of sending signed documentation.
[New Member/Sponsor Roster Template](#)

Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the “Browse” button and choose your saved roster. Then select the “Upload” button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 2-4 business days for processing.

- 3) The Template has three tabs: "Members", "Sponsors", and a "Help" tab. Select "Members" and "Sponsors" and enter names and information.

- 4)** Save and upload the file. Members and Sponsors will be added to your roster in 2-4 business days.

My Bookshare

My Bookshare

- [My History](#)
- [My Reading Lists](#)
- [Members](#)
- [Sponsors](#)
- [Organization Info](#)
- [My Requests](#)
- [Download Reading Tools](#)
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[Manage Members](#) | [View Individual Members](#) | [Upload Roster](#)

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No file chosen

Upload